



2013 SUBMITTAL AND RESUBMITTAL DEADLINES
GALLATIN BOARDS OF ZONING APPEALS

<u>Submittal Deadline</u>	<u>Resubmittal Deadline</u>	<u>Meeting Date</u>
Wednesday, January 2, 2013	Thursday, January 17, 2013	Thursday, January 31, 2013*
Wednesday, January 30	Thursday, February 14	Thursday, February 28
Wednesday, February 27	Thursday, March 14	Thursday, March 28
Wednesday, March 27	Thursday, April 11	Thursday, April 25
Wednesday, April 24	Thursday, May 9	Thursday, May 23
Wednesday, May 29	Thursday, June 13	Thursday, June 27
Wednesday, June 26	Thursday, July 11	Thursday, July 25
Wednesday, July 24	Thursday, August 15	Thursday, August 29*
Wednesday, August 28	Thursday, September 12	Thursday, September 26
Wednesday, September 25	Thursday, October 17	Thursday, October 31*
Wednesday, October 23*	Thursday, November 7*	Thursday, November 21*
Wednesday, November 13*	Thursday, November 27*	Thursday, December 12*
Thursday, January 2, 2014*	Thursday, January 16, 2014	Thursday, January 30, 2014*

* Denotes deviation from normal scheduling

Pre-Application Conference Required - Most projects require the applicant to have a pre-application conference with Staff prior to submitting documents for consideration by the Municipal or Regional Board of Zoning Appeals. Please contact the Gallatin Codes/Planning Department at (615) 451-5796 to determine whether your project requires a pre-application conference. Applications will not be accepted without a required pre-application conference.

Initial Submittal Information - Initial submittals must include a completed Application Form, a completed checklist, and nine (9) folded copies of the required plans by 4:30 p.m. on the published submittal deadline schedule.

Resubmittal Information - Resubmittal documents submitted to the Gallatin Codes/Planning Department in response to the staff review comments must be turned in to the Gallatin Codes/Planning Department by 4:30 p.m. on the published resubmittal deadline schedule. Resubmittals must include the following information in order to be considered complete: 16 corrected, folded copies of the plan and any supporting information, a detailed response letter addressing all departmental review comments, the original "Checkprint", and a corrected digital file unless otherwise specified in the review comments.

Staff Review - City Staff will review properly submitted applications during the week immediately following the application deadline. Review comments will be sent to the designated Applicant/Agent for each project by Friday of staff review week.